Seat No: \_\_\_\_\_ Enrollment No: \_\_\_\_\_

# PARUL UNIVERSITY

## FACULTY OF SOCIAL WORK

### BSW, Winter 2017-18 Examination

Semester: 5 Date:	30/12/17
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Semester: 5 Subject Code: 10193301			/17	
			0am-1:00pm	
Subject Name: English (Employability Skills – I)  Total Marks: 60				
Instr	uctions:			
	questions are compulsory			
_	gures to the right indicate f			
	ke suitable assumptions w			
4. Sta	rt new question on new pa	age.		
0.1	Do og dingeted			
Q.1	Do as directed.	antion from the following: (Any 6 out of 8)	(03)	
1		option from the following: (Any 6 out of 8)	(03)	
1.	John: Where have you _	ng on my annual project.		
	a) be	b) been		
	c) being	d) None of the above		
2.				
۷.	•	king for help. But you seem busy My work runs smoothly.		
	a) for	My work runs smoothly. b) all		
	c) of	d) None of the above		
2	·	·		
3.	John: Oh! Really. I think you would great help to me You: Of course. Now tell me what do you want from me?			
	a) be	b) been		
	·			
4	c) being	d) above all		
4.	John: I have been looking for some students my NGO. You: Will there be any campaign?			
	·			
	a) from	b) of		
~	c) for	d) by		
5.	John: yes we want to create awareness on health and hygiene. YOU: Ok. Tell me. How would I be to you?			
		b) helpful		
	a) help	· • •		
6	c) helping	d) None of the above		
6.	YOU: Hmm. That woul	young students like you and start awareness. d be nice.		
	a) creating	b) to create		
	c) create	d) None of the above		
7.	John: OK. Now tell me	•		
	YOU: When do you wa	ant to join?		
	a) him	b) you		
	c)me	d) None of the above		
8.	John: I like your optimis	stic approach the work. Join from tomorrow		
	YOU: Okay.			
	a)at	b) with		
	c) towards	d) None of the above		
	B) Choose the correct o	ption from the following:	(03)	
1.	This film seems	than the previous part.		
	a) worse	b) badder		

c) worst

d) more worse

2.	Teacher has been teaching morning.		
	a) for	b) at	
	c) since	d) None of the above	
3.	His grandfather was suffering tuberculosi	s.	
	a) of	b) from	
	c) at	d) None of the above	
	C) Answer the following questions in brief (Any	3 out of 4)	(12)
1.	Why is it important to orient the company's guest	s through the safety measures in the company?	
2.	Should house guests and company guests be treated	ed differently? Why?	
3.	How will you get acquainted with the visitors to y	our firm?	
4.	Explain how necessary the guest induction is?		
Q.2	Do as directed.		
	A) Choose the correct option from the following	<b>:</b> (Any 6 out of 8)	(03)
1.	A proper negotiation requires		
	a) a skill	b) an attitude	
	c) a belief	d) a talent	
2.	Your is what you say you want - what	at you want to ask for	
	a) problem	b) intend	
	c) position	d) requirement	
3.	Your answers the question 'Why?'- Wh	ny you want what you want.	
	a) demand	b)interest	
	c) reason	d) None of the above	
4.	Good is the most essential aspect of a	ny good negotiation.	
	a) agenda	b) merger	
	c) planning	d) None of the above	
5.	In the 'SMART' theory of goal setting, 'T' mean	s	
	a) task	b) technique	
	c) time bound	d) None of the above	
6.	In the 'SMART' theory of goal setting, 'R' mean	S	
	a) repetitive	b) rational	
	c) reputed	d) None of the above	
7.	is less essential, but still important in	the negotiation.	
	a) initiation	b) information	
	c) intend	d) None of the above	
8.	A is an essential aspect or outcor	ne for one of the parties in the negotiation.	
	a) have to have	b) helpful	
	c) honorable	d) None of the above	
	B) Choose the correct option from the following	:	(03)
1.	A test based item is something you put in your _	which you believe your partner would	
	like to have		
	a) merger	b) proposal	
	c) tough	d) None of the above	
2.	When two firms come together and become on n		
	a) deal	b) negotiation	
	c) merger	d) None of the above	
3.	An initial offer is		
	a) a proposal	b) a set up	
	c) a merger	d) None of the above	
	C) Answer the following questions in brief (Any		<b>(12)</b>
1	What is an agenda? Mention the important points	in an agenda	

- 2. Explain the 'HIT' theory of negotiation.
- 3. Explain the importance of Negotiation?
- 4. Describe the Characteristics of a good negotiator.

#### Q.3 Do as directed.

- A) You want to arrange a trip for the members of your organization. Write an email to your HR manager providing him the details and purpose of the trip.
- **B)** Answer the following questions in brief (Any 3 out of 4)

(09)

- 1. Define 'Personal Goals' with examples.
- 2. Define 'Professional Goals' with examples
- 3. Describe the process of group discussion step-by-step.
- 4. Mention a few dos and don'ts of 'Email Writing'

#### **Q.4** Answer the following questions in brief (Any 3 out of 4)

(09)

- 1. What is contributor's personality checklist? Explain with proper examples
- 2. Write a short note about a person with dynamic personality of a contributor
- 3. Write a short note about any celebrity with a contributive vision of career
- 4. What is a contributor's vision of success?